

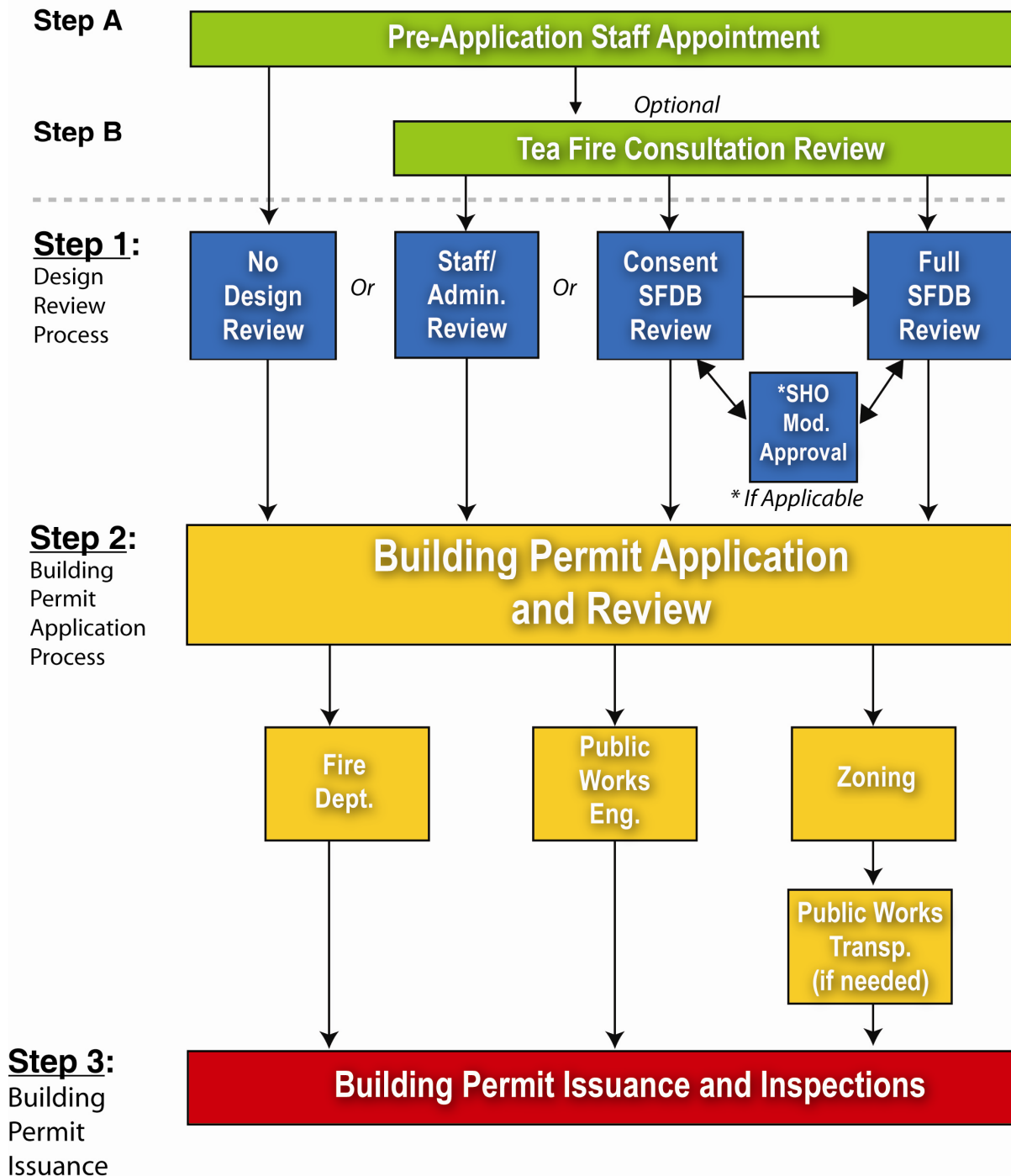


City of Santa Barbara  
Building & Safety Division

## TEA FIRE REBUILD REVIEW PROCESS

Community  
Development Dept.  
630 Garden Street  
805-564-5485

The following is the process your project will go through for approval and permitting.



# **REVIEW PROCESS**

## **STEP A Pre-Application Staff Appointment**

The applicant should make an appointment at the counter with Planning Staff to go over basic zoning and design review issues, focused on the following areas (please bring copies of archive plans):

- a) Can the nonconforming building be rebuilt?
- b) Is a modification required for the project?
- c) Is design review by the Single Family Design Board (SFDB) required for the project? If yes, what level?
  1. Exempt from Design Review
  2. Design Review at Staff Administrative Review level
  3. Design review at SFDB Consent

## **STEP B Tea Fire Consultation Review (Optional)**

The applicant may file a request by submitting a master application at the Planning Counter to schedule an **optional** Single Family Design Board (SFDB) Tea Fire Consultation Review.

- a) No fees or plan submittal required.
- b) After the Pre-Application Staff Appointment, the applicant will receive direction on whether the project may be referred to Staff for Administrative Approval, continue to Consent, or be referred to Full Board.
- c) If possible, the applicant should bring any concept plans or copies of archive plans to discuss the following:
  1. Site plan rebuild/reconstruction scenarios
  2. Architectural styles and materials
  3. Neighborhood compatibility
  4. Landscape Plan Design
  5. Sustainable rebuilding and retrofitting alternatives
  6. Neighborhood Preservation Ordinance compliance and hillside development guidelines
  7. Comments and guidance on overall design concepts
  8. An early indication of support level.

## **STEP 1 SFDB Design Review Process-Application**

After the Tea Fire Consultation Review, or if the applicant chooses NOT to attend the optional review, the applicant should submit an application at the Planning counter for “Continued Concept/Preliminary Consent Review” with Single Family Design Board (SFDB)

- a) Application and noticing fees are charged as per standard procedures.
- b) Previous direction is confirmed or changed based on plan submittal.
- c) Tea Fire projects will receive priority to get on an SFDB agenda for review
- d) Consent Calendar time slots are allocated each week.
- e) If applicable, the applicant should submit for a modification by the Staff Hearing Officer (SHO) after the concept review and prior to Preliminary Approval.

## **STEP 2 Building Permit Application and Review**

- a) If design review or modifications are required, the applicant must submit for a building permit only after all final approvals are given.
- b) Submit 3 sets of plans at Building Counter.
- c) Application fees are charged as per standard procedures.
- d) Priority routing is given to Tea Fire applications.
- e) Plans are routed to various City Departments
- f) If corrections are required, plans are returned to applicant.

## **STEP 3 Building Permit Issuance and Inspections**

Corrected plans are resubmitted at the Step 3 level. After all reviewers have approved the plans, payment of fees and building permit is issued.